

For opportunities in RHODE ISLAND STATE GOVERNMENT

DESCRIPTION OF POSITION	<p>POSITION: Data Control Clerk CLASSIFICATION CODE: 02702000</p> <p>SALARY/PAY GRADE: \$29,790.00 - \$32,410.00 315A REFERENCE POSITION NO: 0106510000-00056</p> <p>DIVION/SECTION/UNIT: Behavioral Health APPLICATION PERIOD: 1/26/2006 - 2/3/2006</p> <p>DEPARTMENT OR AGENCY: MHRH APPLICATION GRACE DATE: 2/8/2006 11:00 AM</p> <p>ASSIGNMENT(S) / COMMENTS: N/A</p> <p>SHIFT AND DAYS: First JOB LOCATION: John O. Pastore Center - Cranston</p> <p>RESTRICTIONS/LIMITATIONS: N/A</p> <p>POSITION COVERED BY COLLECTIVE BARGAINING UNION AGREEMENT YES <u>xxx</u> NO <u> </u></p> <p>NAME OF BARGINING UNIT UNION: Local 2392, Council 94</p> <p>THERE IS A CIVIL SERVICE LIST FOR THIS POSITION YES <u> </u> NO <u>xxx</u></p> <p>See instructions "A" and/or "B" in the section below for specific instructions if this job has a civil service list</p>								
GENERAL INFORMATION	<p>INSTRUCTIONS:</p> <p>A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please submit a completed CS-14 Application Form and the RIEEO 378 Affirmative Action Card.</p> <p>Your Application MUST contain the following information:</p> <table border="0"> <tr> <td>1. The Title of the Position for which you are applying</td> <td>5. The Date that you entered State Service</td> </tr> <tr> <td>2. The Reference Position Number of this notice</td> <td>6. The Name of the Department where you are currently employed</td> </tr> <tr> <td>3. The Title of your current position</td> <td>7. Your Business telephone number</td> </tr> <tr> <td>4. The Date that you entered your current position</td> <td>8. Your Present Union affiliation ***</td> </tr> </table> <p>*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract</p> <p>B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:</p> <p>If indicated above that no civil service list exists for this position, you need not be in the class of position or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.</p> <p>C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:</p> <ul style="list-style-type: none"> Reasonable Accommodation If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a Reasonable Accommodation, then the individual shall not be considered unqualified for the position. Medical information Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA). 	1. The Title of the Position for which you are applying	5. The Date that you entered State Service	2. The Reference Position Number of this notice	6. The Name of the Department where you are currently employed	3. The Title of your current position	7. Your Business telephone number	4. The Date that you entered your current position	8. Your Present Union affiliation ***
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STATEMENT OF DUTIES	<p>DUTIES / RESPONSIBILITIES: To collect, code, review and input data into computer processing system. To audit both input and output data to identify errors as well as developing and maintaining procedural lists, control records and coding schemes to process the source data. To contact vendors and providers as required to resolve errors. To prepare order forms to insure that providers have adequate supplies of medication and to prepare invoice-vouchers to reimburse providers for services rendered. To perform minor programming tasks to satisfy informational requests. Familiarity with a MS Windows-based operating system. MS Office, and the Informix database are desirable.</p>								
MINIMUM EDUCATION & EXPERIENCE	<p>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:</p> <p>(A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.)</p> <p>Such as may have been gained through: graduation from a high school or from a computer-related technical school; and Experience: such as may have been gained through: employment in a capacity involving the operation of data entry/on-line terminals and printers with exposusre to parameter driven data retrieval and report generator programs. Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.</p>								
WHERE TO APPLY	<p>Apply within the application period as shown on this vacancy notice announcement. Bids submitted to the Hazard building will only be accepted between during normal office hours. This office does not assume responsibility for applications sent through the mail. Note: Some State union contracts allow a 3-day grace period for receipt of the CS-14 application or bid. Please send Resume or CS-14 Application to:</p> <p>Bernadette Koszela Implementation Aide Human Resource Management P.O. Box 8293 Cranston, RI 02920</p> <p>TELEPHONE # 401-462-2493 FAX # 401-462-6204 TDD # (Telecommunication Device for the Deaf)</p> 								